

STUDENT TEACHING RESPONSIBILITIES

Student Teacher Responsibilities:

- Daily lesson plans
- Daily journal
- Introduction letter to parents (beginning of each student teaching block)
- Assist with bulletin boards, charts, duties, and monitoring of each child's progress
- Work with both large and small groups
- Co-teach and demonstrate ability to independently assume full classroom responsibilities
- Keep district contract hours
- Attend each day (should not miss more than three days total)
- Video tape herself/himself once each block and turn in critique
- Complete all assignments for ELED 5250
- Complete Teacher Work Sample
- Submit all videotaping forms, classroom survey (if applicable), and formative feedback forms to Canvas

Mentor Teacher Responsibilities:

- Prepare children for student teacher's arrival
- Prepare "space" for student teacher (desk, materials, etc)
- Provide a current seating chart
- Provide relevant experiences (observations, classroom activities, parent/teacher conferences, and faculty meetings)
- Observe and critique student teacher's performance on a frequent basis
- Complete Formative Feedback forms
- Complete Final Online Assessment sent via email at the end of each block
- Be in the classroom as much as possible
- Be specific in providing feedback
- Give practice to the student teacher in keeping records, duties, etc.
- Contact USU supervisor if any concerns arise.

University Supervisor Responsibilities:

- Conduct TRIAD conference
- Observe student teachers and provide constructive feedback
- Review lesson plans
- Communicate with cooperating teachers to review expectations as needed